

133 – JURY DUTY AND WITNESS LEAVE

A. Jury Duty

1. Regular employees called for jury duty will be allowed leave with pay, minus any jury duty fee received. Travel or other allowances are not included. If an employee chooses to use annual leave to perform jury duty, the employee may keep all jury duty pay.
2. An employee on jury duty is expected to work as much of the regularly scheduled workday as the jury duty schedule permits.

B. Witness Leave

1. Witness leave is an approved absence with pay to appear as a witness on behalf of the Court System or the State of North Dakota.
2. An employee may not retain the witness fee. An employee serving as a witness may only be reimbursed for mileage, meals, and lodging from one source.
3. An employee who performs witness duties unrelated to the employee's official duties must do so using annual leave.

Approved by the Supreme Court 4/1/12